RUNNING THE HHS COURSE CATALOG REPORT

This tip sheet will guide approvers through the task of running the "HHS Course Catalog Report." This report allows a LMS Administrator to pull a Course Catalog by Domain, Course Title, Category, Delivery Type (Instructor-led or Web-based), Competency, and/or job.

One important use for this report is to create the current Course Catalog for all of the free Skillsoft online training courses that are available in the LMS. This can be done by selecting the "HHS Common" domain, and select the delivery type of "Web-Based".

To run the "HHS Course Catalog Report":

1. Log on to the LMS.

    NOTE: For instructions about logging on, see LMS tip sheet *TS02-L: Employee Log On.*

2. Select the **People Administration** role from the **Go To:** drop-down menu.
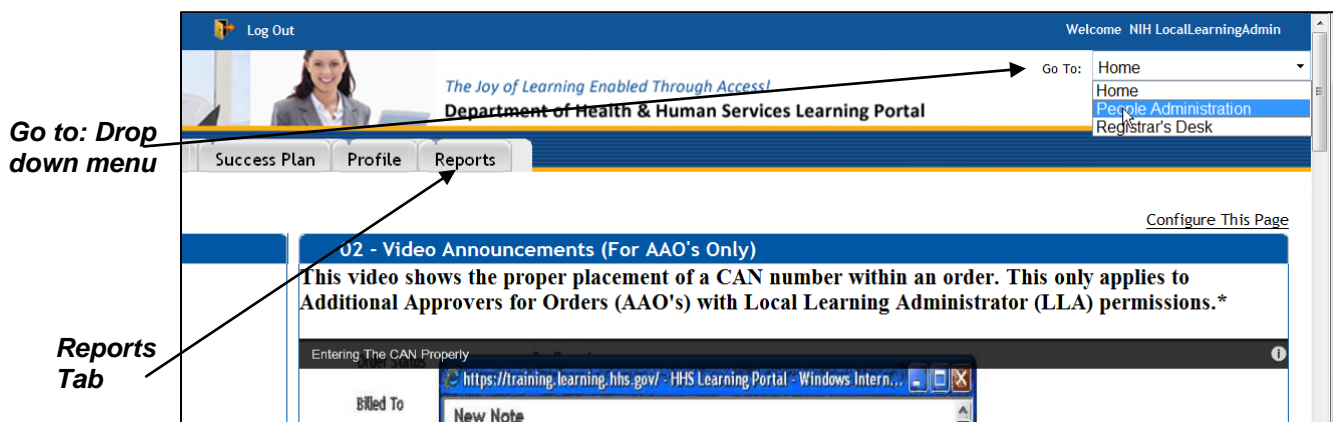
3. Click the **Reports** tab.

Figure 1: LMS Main page

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4. Enter **"HHS Course Catalog"** in the **Name** field and click **Search**.

5. In the Reports table, locate the "HHS Course Catalog Report" and position your cursor over the **Actions** link to activate a pop-up menu.
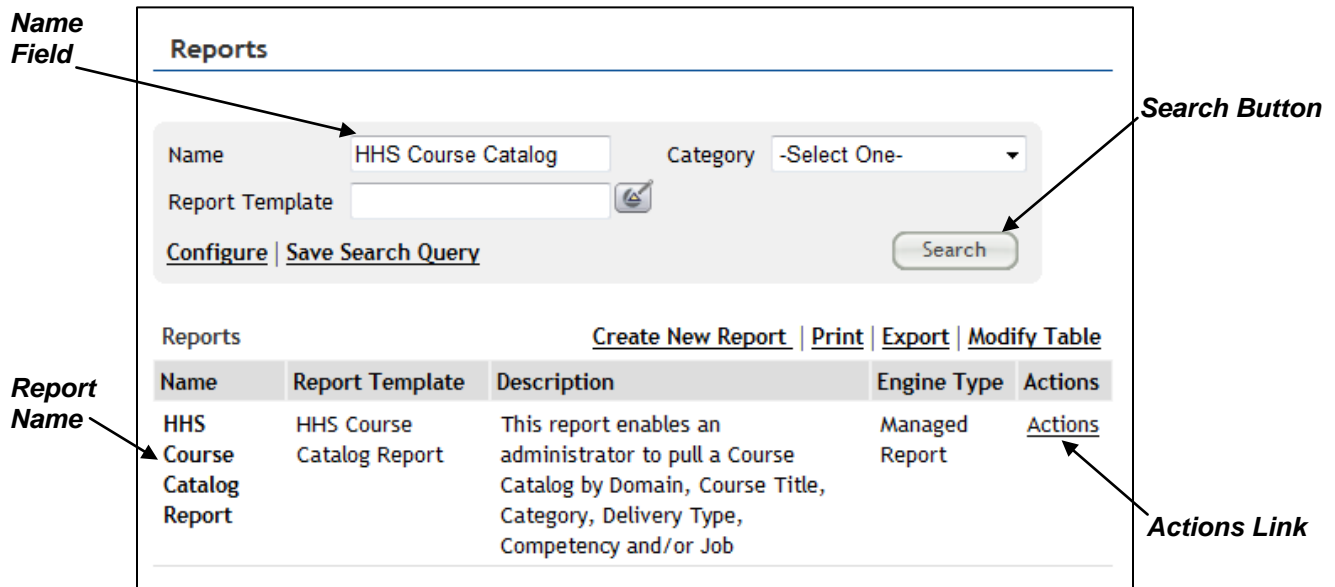

Figure 2: Reports Tab

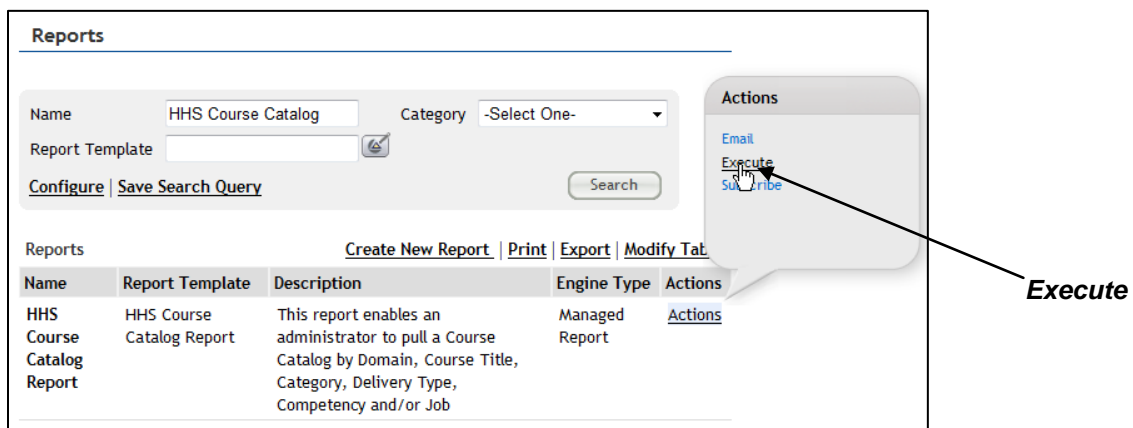6. Click **Execute** from the Actions link pop-up menu to generate the report.

Figure 3: Actions Link Pop-up Menu

7. On the Report Parameters screen, click on the **Domain** icon and then **Search** for the domain that you want to run the Course Catalog from. Domains that can be entered are: HHS Common, NIH Common, NIHTC, CIT, CC, ORS, and NIAID

8. Select the **Delivery Type** to pull either **All**, **Instructor-Led** or **Web-Based** courses.

9. Click on **Generate Report**.

Figure 4: Report Parameters - HHS Course Catalog Report

10. The HHS Course Catalog Report is generated.

Figure 5: HHS Course Catalog Report

If you experience trouble with this process, please submit a helpdesk ticket at: http://intrahr.od.nih.gov/helpdeskform.htm